

SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



School Finance
WISCONSIN DPI

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Message from the School Financial Services Director

This newsletter is meant to provide important information about a number of reports that will be opening soon and other school finance issues. We ask that you forward the information to the appropriate person that works with the report. As always, we value your input and encourage you to let the School Financial Services (SFS) Team know if you have issues, concerns or suggestions, as we strive to provide you with the best service possible.

June 21 General Aid Payment and Adjustments

Districts can view their June 21 payment information by selecting the link, "Aid Information" on the left-hand scan bar of the team's home webpage or directly at <http://dpi.wi.gov/sfs/stegaidexp.html>. The title of the document is "June 21 Calculation of Remaining Aid Payments." The worksheet explains your district's June and July equalization aid payments and any adjustments due to the public school open enrollment and tuition waiver programs, revenue limit penalties, if any, for some districts, the Youth Challenge Academy and Second Chance programs. It is also designed to assist your bookkeeper in the proper transaction coding of these payments.

Please contact one of the School Finance Consultants listed below with questions about this report.

Brad Adams	bradley.adams@dpi.wi.gov	(608) 267-3752
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SFS Finance Newsletter

is published by the Department of Public Instruction. Questions or comments should be directed to:

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High Cost Special Education Grant Awards Announced

A mix of state and federal discretionary funding totaling \$5.4 million is being sent to 155 local education agencies (LEAs) for services they provided to students with severe or multiple disabilities. High Cost Special Education Aid will go to 151 school districts, two cooperative educational service agencies (CESAs), and two county children with disabilities education boards (CCDEBs) for services to 1,008 special education students whose educational costs exceed \$30,000 per student. Though \$5.4 million is available for aid, approved claims for the High Cost Special Education Aid program totaled \$11.1 million for costs incurred during the 2008-09 school year. Aid payments will be prorated at 49 percent of costs. A list of payments to LEAs receiving High Cost Special Education Aid can be found on the left-hand scan bar under High Cost on the SFS Team website at <http://www.dpi.wi.gov/sfs/index.html> or directly at <http://www.dpi.wi.gov/sfs/highcost.html>

Please contact Gene Fornecker at (608) 267-7882 or email at eugene.fornecker@dpi.wi.gov should you have questions.

2009-10 Supplemental Special Education Categorical Aid Information

2007 Wisconsin Act 20 created a new special education categorical aid program for school districts that meet specific criteria. The statutory reference is s. 115.883, Wis. Stats. No special application is required. Eligible districts will receive this aid payment on June 21, 2010.

Information about this aid program, including a list of eligible districts, is available under the "Special Education" link on the left hand scan bar of the school finance team's website or directly at <http://www.dpi.wi.gov/sfs/supspeda1.html>.

Please contact Lori Ames at (608) 266-3464 or email at lori.ames@dpi.wi.gov should you have questions.

2009-10 PI 1505 AC (Aid Certification) Report Opens July 15 - Due August 27

School districts will file the PI 1505 AC to comply with s. 120.18, Wis. Stats. The PI 1505 AC is located in the reporting portal and will open for data entry on July 15. School district financial data collected on the PI 1505 AC will be used to calculate each school district's October 15 aid eligibility. **School districts submitting the PI 1505 AC after the Friday, August 27 due date will not receive their September 20 equalization aid payment until the report is filed, and not earlier than October 11.**

It is important that district auditors agree with the data submitted on the PI 1505 AC prior to district submission of that data. **Auditors will be required to verify the data submitted by the district using the online "PI 1506 AC (Aid Certification) Report."** The auditor report is due September 13.

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Calendar of Events

June 2010						
S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jun 01	PI 1500 Contacts Report Update
Jun 01	PI 1804 Sum Sch Rpt Open
Jun 07	State Tuition Payment
Jun 14	SPED/SAGE/4K Grant Pymts
Jun 16	Newsletter to Districts
Jun 16	SFSF Survey to Districts
Jun 21	Equalization Aid / Sp. Adjust Sp. Transf / SPED High Cost Pymts
Jun 23	SFSF Survey Due
Jun 25	Foster/Group Home Report Due
Jun 25	PI 1500 District Contact Rpt Due
Jun 28	SAGE Debt Service Payment

July 2010						
S	M	T	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 1	PI 1505 Census Report Opens
July 15	PI 1505 AC / PI 1505 Annual PI 1505 SE / PI 1524 State Tuition Opens
July 26	Delayed Equalization Aid/Computer Aid Payment

August 2010						
S	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 02	PI 1505 Calendar Report Due
	PI 1547 Transportation Report Due
Aug 06	PI 5000 Transfer of Service Report Part A Due
Aug 13	PI 5000 Transfer of Service Report Part B Due
Aug 20	PI 5000 Transf of Srv Rrt Sum Due
Aug 23	PI 1505 Census Report Due
Aug 27	PI 1505 AC Aid Certification Due

2009-10 PI 1505 Annual Report – Opens July 15 - Due October 1

The PI 1505 Full Financial Annual Report, filed to comply with s. 120.18, Wis. Stats, is also located in the reporting portal. The data collected on this report will be used to calculate district final aid 2010-2011 eligibility in the spring of 2011.

As part of the district's audit process for the current year, many of the school district auditors will be asking districts to create and upload their district's strip file into the SAFR Annual Report program before the audit begins. This will enable the district and auditor to identify errors that exist in your general ledger before any audit adjustments are made. Once your auditor identifies any potential adjustments, they will ask you to make those adjustments in your general ledger. After those adjustments are made, you will be able to go into the SAFR Annual Report program and 'Delete and Start Over' thereby allowing a new strip file to be created and uploaded. The new strip file will be created using your district's adjusted general ledger. We encourage you to perform this step as it will save the district time and help the auditor identify adjustments during the early stage of the audit.

If your district will be entering its general ledger manually into the SAFR program, you should still enter your unadjusted balances into SAFR before your audit begins, thereby allowing your auditor to assist you in correcting any identified errors. Any adjustments made by your auditor would have to be made both in your general ledger and in the SAFR program.

The Wisconsin Uniform Financial Accounting Requirements (WUFAR) including updates for 2009-10 (Appendix B) can be found under the left-hand scan bar link, "WUFAR" or directly at <http://dpi.wi.gov/sfs/wufar.html>.

The DPI Aids Register lists all payments made by the Department of Public Instruction (DPI) to school districts. Districts are required to reconcile Federal and State aid received by the district to the DPI Aids Register to submit the PI 1505 Annual Report. An edit will check the aid reported by source against the DPI Aids Register. Districts should pay special attention to the break out of receivables from other governments when completing the addenda. The DPI Aids Register is available online under the left-hand scan bar link, "Aids Register" or directly at http://dpi.wi.gov/sfs/online_ar.html.

Please contact one of the School Finance Consultants listed below with questions.

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2009-10 PI 1505 Census Report – Opens July 1 - Due August 23

The PI-1505 Census Report will open for submission on July 1 and is due August 23. Data from the required report is used in the computation of Common School Fund (library) aid. More information on the Common School Fund can be found at http://dpi.wisconsin.gov/imt/csf_expl.html. For reporting your district's census, go to the SFS Team homepage and select "School Finance Reporting Portal." After entering your ID and password, select your district and go to "Non-Financial Data Home."

Please contact Lori Ames at (608) 266-3464 or email at lori.ames@dpi.wi.gov with questions.

2009-10 PI 1505 SE - Special Education Annual Report - Opens July 15 Due September 20

The PI 1505 Special Education Annual Report for reporting 2009-10 expenses will open on Thursday, July 15 and is due on Monday, September 20. The report is located on each district's "Financial Data Home" page link within the School Finance Reporting Portal. Reports will be submitted online. Please note that the due date is later this year. The extended due date has been put in place to assist districts with passing a new edit that ensures the amounts reported in the PI 1505 SE annual match the amounts reported in the PI 1505 full SAFR annual report.

Again this year, your district's special education teacher and staff licensure information is available on the team's website. Click on the "School Finance Reporting Portal" link and then enter your ID and password. This will take you to your District Home Page. Click on the "Auditor" link and then the "2009-10 Special Education Licensure/Pupil Services Information" link. There you may find three listings of licenses for your district: School Age Parent Educators, Educators without Valid Licenses, and Educators with Valid Licenses. This information is important special education aid eligibility and is used by your district's auditors.

Wisconsin Act 221 directs the department to determine the percentage of salaries/fringes of licenses nurse, psychologists, social workers, and guidance counselors that are eligible for state special education categorical aid. A series of worksheets have been developed to assist in determining the allowable amounts of aidable cost that may be reported in fund 27, project code 011 for these positions. Completing these worksheets will provide the information needed for the district to complete the Wisconsin Act 221

addendum located in the PI 1505 SE Report. The worksheets are located under the “Special Education Aid” link on the on the SFS Team’s home page and then under “Special Ed Fiscal Report (PI 1505SE & Charter School Aid Claim)” or directly at http://dpi.wi.gov/sfs/xls/WisconsinAct221_Addendum.xls.

Questions regarding this report may be directed to Michele Tessner at (608) 267-9218 or michele.tessner@dpi.wi.gov or Lori Ames at (608) 266-3464 or lori.ames@dpi.wi.gov.

2009-10 PI 1524 State Tuition Claim – Opens July 15 Due October 1

The PI 1524 State Tuition Claim for reporting 2009-10 expenses will be available on Thursday, July 15. Please note that the forms have changed this year and the new form should be used for your district’s 2009-10 submission. An instruction document and media site video will be available when the report opens.

The new Excel workbook, instructions, and media site presentation will located under the “Special Education Aid” link on the SFS Team’s home web page and then under “State Tuition” or directly at http://dpi.wi.gov/sfs/tuit_st.html.

Questions regarding the state tuition claim may be directed to Michele Tessner at (608) 267-9218 or michele.tessner@dpi.wi.gov or Lori Ames at (608) 266-3464 or lori.ames@dpi.wi.gov.

Status and Deadlines Update

On each district’s reporting home page located at <https://www2.dpi.state.wi.us/safr/> is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the “Status and Deadlines” link. The schedule has been updated to include both the remaining 2009-10 reports and the reports that will be collected during the 2010-11 fiscal year. It is recommended that district staff review the report schedule to ensure compliance with the report due dates.

School Financial Services Contacts

Please contact one of the following School Financial Services Team consultants should you have additional questions:

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